SCHOOL OF SCIENCE & ENGINEERING COURSE PROPOSAL FORM

Office of the Dean ● School of Science and Engineering ● 201 Lindy Boggs Center ● Tulane University ● New Orleans, LA 70118 ●
Phone: 504-865-5764 ● Fax: 504-862-8747

To introduce a new course, edit an existing course or discontinue a course, a course proposal form must be completed and submitted with the necessary supporting documents to the Science and Engineering Dean's Office prior to the upcoming SSE Curriculum Committee Meetings for review and approval. Below is a course proposal form procedure check list.

Course Proposal Procedure:

- Fill out form completely, with Department Chair's signature, after departmental curriculum committee approval
- Attach a copy of the proposed course syllabus**
- Submit completed course proposal package to SSECurriculumCommittee@tulane.edu
  ****If this link does not open a new email, please copy and paste into your email message**
- The Committee Chair and Associate Deans will pre-review.
- Once approved by the committee, the course proposal package is submitted to the Office of the Registrar for publication in the Tulane Course Catalog
- **Reminder:** Each semester a course is taught, specific scheduling information must be submitted to the Office of the Registrar by the department teaching the course.
- Make sure the department notifies Newcomb-Tulane College to update the catalog after the course has been approved.

**Before you turn this in, please include:

Syllabus
*Course description
*Course objective on syllabus: eg: critical thinking
*Schedule of topics
*Assesments/grades: quizzes, worth_%
*Learning outcomes
*OneWave statement (onewave.tulane.edu)
*Honor code statement (http://www.tulane.edu/~mscampus/rules_requirements/honor_code.htm)

Course Proposal Form
*If course is cross-listed, check pre-requisites
*Difference between graduate vs. undergraduate work (25% difference in work is listed in catalog)
*Faculty Instructor of record
*Approval of Departmental Curriculum
*Signature of Department Chair

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PROPOSED ACTIONS

☐ Discontinue course	Final Term Year :	☐ Fall	☐ Spring	☐ Summer
☐ New Course	First Term Year :	☐ Fall	☐ Spring	☐ Summer
☐ Change Course Title (from):				
Change Course Title (to):				
	Effective Term Year :	☐ Fall	☐ Spring	☐ Summer

☐ Change Course Description (Provide in Course Information Below)	☐ Change Credit Hours From:_____ To:_____ Effective Term: _____	☐ Change Course No. From:_____ To:_____ Effective Term: _____

☐ Cross List Course: Existing Course No.: _____ Proposed Course No.: _____	Existing Course Title: Proposed Course Title:

CREDIT FOR UNDERGRADUATE CORE/SCHOOL REQUIREMENTS

Newcomb Tulane Proficiency ☐	Quantitative Reasoning ☐	Science/Engineering Lab ☐
Service Learning ☐	Writing Intensive ☐	Capstone ☐

COURSE INFOMRATION

Department:	Course I.D. Number: (ex. SCEN 3010)	Terms Offered ☐ Fall ☐ Spring ☐ Summer
Full Course Title: (for catalog)		
No. of Credit Hours Undergraduate:	No. of Credit Hours Graduate:	
Abbreviated Title for Student Schedule: (limit 24 characters):		
Course Catalog Description:		

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Number of Contact Hours per Week:	Maximum Class Size:	Class Meeting Schedule (ex. MWF 1:00pm 1:50pm):

Faculty Instructor(s):

Calendar:	Annual ☐	Biannual ☐	Biennial ☐	Other ☐

Does this course replace an existing course in the major program: ☐ Yes ☐ No
If Yes, Which Course?

Does this course change affect the major degree audit: ☐ Yes ☐ No

Please indicate how the audit should be modified:

Class Format:	Lecture ☐	Lab ☐	Seminar ☐	Ind. Study ☐	Practicum ☐
Studio ☐	Recitation ☐	Thesis ☐	Research ☐	Field ☐	Service ☐

PROCESSING INFORMATION

Objectives for new course or rationale for change(s):

Additional Staffing Information:

Does this course require any interdepartmental coordination? : ☐ Yes ☐ No
If yes, please describe:

Courses Cross Registered with this course:
(Undergraduate and/or Graduate Level)

If this course is cross registered at the Graduate level, what are the additional requirements?:

Does this course have an oral component for students: ☐ Yes ☐ No
If yes, please describe:

Number of written pages required: (Excluding tests and exams)	Number of rewritten pages required: (Writing Intensive Courses Only)
Average hours weekly a student spends on course: (Excluding class time, regularly scheduled lab or performance time.)	Percentage of overall course grade based on written work: (Excluding tests and exams)

SIGNATURES

Please attach a syllabus, with a laboratory syllabus if appropriate. The minimum components of a syllabus are course description, required texts, policies (exp. Class absences, late papers, and honor code), grading method in terms of percent, sequence of topics to be discussed, and schedule of assignments.

Signature of Department Chair:	Date:
Signature(s) of SSE Associate Dean(s) for Academic Programs:	Date:
Signature of SSE Committee Chair:	Date: